

# **Attachment 21**

## **Budget Instructions/ Budget Samples and Forms**

AGENCY NAME

ATTACHMENT 25

ACTIVITY TITLE  
CDBG

FY2005

SUMMARY BUDGET  
JANUARY 1, 2005 -- DECEMBER 31, 2005

CATEGORIES	PRIOR YEAR FUNDING	FY 2005 FUNDING	NON-OCED FUNDING	TOTAL
I. PERSONNEL				
II. CONTRACTUAL SERVICES				
III. OPERATING SERVICES				
IV. COMMODITIES				
V. CAPITAL OUTLAY				
<b>TOTAL BUDGET</b>				
SOURCES OF OTHER FUNDING				
		TOTAL AMOUNT		

AGENCY NAME  
CDBG FY 2005  
[PROJECT NAME]  
DETAILED BUDGET

January 1, 2005 through December 31, 2005

	PP	Non OCED	OCED	Total OCED	Total All Sources
<b>04010 PERSONNEL - Employee</b>					
Regular -Salaries			Bi-Weekly		
Executive Director	26	38,000	0	0	\$38,000.00
Deputy Director	26	47,000	0	0	\$47,000.00
Office Mgr.	26	0	423.08	11,000	\$11,000.00
Receptionist	26	0	400.00	0	\$0.00
<b>Subtotal Salaries</b>		<b>85,000</b>	<b>0</b>	<b>11,000</b>	<b>\$96,000.00</b>
<b>04010 Fringe Benefits</b>					
Fica: 11,000x.0620=628x100%		0	0.00	628	\$628.00
Mica:11,000x.0145=160		0	0.00	160	\$160.00
<b>Subtotal Fringe</b>		<b>0</b>	<b>0.00</b>	<b>788</b>	<b>\$788.00</b>
<b>Total Personnel</b>		<b>0</b>	<b>0.00</b>	<b>11,788</b>	<b>\$96,788.00</b>
<b>Contractual Services</b>					
21011 External Audit		0	0.00	4,000	\$4,000.00
21012 Environmental Audit		0	0.00	0	\$0.00
21030 Other Professional-Svc. Const.Mgm.		0	0.00	30,000	\$30,000.00
21030 Other Professional Svc.		0	0.00	0	\$0.00
22350 Bottled Water		0	0.00	0	\$0.00
25330 Rent Copier		0	0.00	0	\$0.00
25511 Building Rental		0	0.00	6,000	\$6,000.00
<b>Total Contractual</b>		<b>0</b>	<b>0.00</b>	<b>40,000</b>	<b>\$40,000.00</b>
<b>Operating Expense</b>					
31011 Telephone Regular		0	0.00	2,500	\$2,500.00
31011 Telephone Long Distance		0	0.00	300	\$300.00
31610 Postage		0	0.00	1,200	\$1,200.00
31420 Advertising Radio		0	0.00	0	\$0.00
<b>Total Operating Expense</b>		<b>0</b>	<b>0.00</b>	<b>4,000</b>	<b>\$4,000.00</b>
<b>Commodities</b>					
31510 Outside Printing		0	0.00	400	\$400.00
95020 Computer Purchase		0	0.00	0	\$0.00
47010 Office supplies/Outside Vendors		0	0.00	1,200	\$1,200.00
<b>Total Commodities</b>		<b>0</b>	<b>0.00</b>	<b>1,600</b>	<b>\$1,600.00</b>
<b>Capital Outlay</b>					
61620 Basic Architectural fees		0	0.00	0	\$0.00
61620 Prime Contractor		0	0.00	68,579	\$68,579.00
<b>Total Capital Outlay</b>		<b>0</b>	<b>0.00</b>	<b>68,579</b>	<b>\$68,579.00</b>
<b>TOTAL BUDGET</b>		<b>85,000</b>	<b>0.00</b>	<b>125,967</b>	<b>\$210,967.00</b>

AGENCY NAME

ATTACHMENT 25

ACTIVITY TITLE  
HOME

FY2005

SUMMARY BUDGET  
JANUARY 1, 2005 -- DECEMBER 31, 2005

CATEGORIES	PRIOR YEAR FUNDING	FY 2005 FUNDING	NON-OCED FUNDING	TOTAL
I. PERSONNEL				
II. CONTRACTUAL SERVICES				
III. OPERATING SERVICES				
IV. COMMODITIES				
V. CAPITAL OUTLAY				
<b>TOTAL BUDGET</b>				
SOURCES OF OTHER FUNDING				
	TOTAL AMOUNT			

AGENCY NAME  
HOME FY 2005  
[PROJECT NAME]  
DETAILED BUDGET

HOME SAMPLE BUDGET

January 1, 2005 through December 31, 2005

<u>DESCRIPTION</u>	<u>HOME AMT</u>	<u>CHDO HOME AMT</u>	<u>OTHER AMT</u>	<u>TOTAL AMT</u>
<b>01 Personnel</b>				
Executive Director	\$0	\$32,308	\$23,077	\$55,385
Housing Assistant	\$0	\$3,846	\$0	\$3,846
FICA	\$0	\$3,846	\$1,883	\$5,729
<b>20 Contractual Services</b>				
Audit External (2000 & 2001)	\$10,000	\$0	\$0	\$10,000
Accounting Services	\$0	\$0	\$3,600	\$3,600
General Liability Insurance	\$3,000	\$0	\$0	\$3,000
Title Insurance	\$5,000	\$0	\$0	\$5,000
Construction Manager(Consultant)	\$25,000	\$0	\$0	\$25,000
Appraisal & Surveying Services	\$7,000	\$0	\$0	\$7,000
Property Maintenance	\$5,000	\$0	\$0	\$5,000
Attorney's Fees	\$5,000	\$0	\$0	\$5,000
Marketing	\$10,000	\$0	\$0	\$10,000
<b>30 Operating Expenses</b>				
Electric/Telephone	\$0	\$0	\$7,400	\$7,400
Water & Sewer Services	\$0	\$0	\$1,000	\$1,000
<b>40 Commodities</b>				
Office Supplies	\$0	\$0	\$1,400	\$1,400
Office Equipment	\$0	\$0	\$5,000	\$5,000
Rent	\$0	\$0	\$12,000	\$12,000
<b>90 Capital Outlay</b>				
Purchase Price of Land	\$75,000	\$0	\$0	\$75,000
Enviromental	\$5,000	\$0	\$0	\$5,000
Property Taxes	\$0	\$0	\$5,000	\$5,000
Building Permits	\$10,000	\$0	\$0	\$10,000
Architect Fees	\$10,000	\$0	\$0	\$10,000
Impact Fees	\$20,000	\$0	\$0	\$20,000
Financing Cost	\$10,000	\$0	\$0	\$10,000
<b>Total</b>	<b>\$200,000</b>	<b>\$40,000</b>	<b>\$60,360</b>	<b>\$300,360</b>